

## **5306 - PUBLIC SAFETY SPECIALIST**

### **NATURE OF WORK**

This is responsible work of more than average difficulty in performing technical and possible supervisory duties within the Police Department. Work involves the performance of a wide variety of non-hazardous/nonenforcement field work and office duties.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Investigates non-injury vehicle accidents, interviews and prepares routine reports related to the accident, issues citations for non-moving violations or moving violations resulting in an accident only, takes the necessary safeguards to prevent further accidents - includes directing traffic, and appears in court as required.

Patrols and provides security in and around public building, parks, property, etc. on an assigned shift; checks windows, doors, gates, enclosures, ground, and other items of the same sort in an assigned area; deters vandalism, loitering, and unauthorized trespassing; insures all facilities are properly secured and lighted; notifies appropriate authorities in the event of fire, disorder, unusual situations and emergencies; makes written reports of inspections and activities.

Patrols with a Police Officer but does not assist in any apprehension or participate in any hazardous situation or function requiring the operation of an emergency vehicle or operating a vehicle while emergency equipment is being used.

Dispatched on calls or assigned non-hazardous work which requires community/individual contact in filing and completing reports on lost or found property, reported vandalism, missing persons reports and runaway juvenile incidents.

Requests Police Officer via dispatch if disturbances of any kind require arbitration and/or enforcement.

Transports lost or found children, witnesses, indigent individuals and complainants.

Assists with crime scene procedures; is escorted by Police Officer if working a scene in a restricted area.

Assists in sorting, classifying and filing of fingerprints, photographs, and other material and may photograph persons applying for I.D. cards.

Utilizes telephone communications systems in answering and responding to citizen complaint calls. Transfers completed reports and complaints via telephone or in writing for further processing.

Serves in special interest sections (i.e. Lincoln Road Mall) by assisting and directing visitors in the area.

Provides assorted police and community related information to in-coming calls at Police Headquarters.

Operates a two-way communication device.

Performs clerk functions, when required, such as filing, and pick-up and delivery of mail and materials to various units, operating a duplicating machine and performing other clerical duties.

Performs related work as required.

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## **KNOWLEDGE, SKILLS AND ABILITIES**

Ability to understand and carry out oral and written instructions from various supervisors.

Ability to adjust to changes in assignments without an undesirable effect on initiative, motivation, or productivity.

Ability to express oneself clearly and effectively, orally, and in writing.

Ability to apply basic principles in performing limited responsible work relating to the organization of assignment.

Ability to cope with situations firmly, courteously and tactfully.

Ability to develop analytical capabilities in order to analyze situations quickly and objectively and to determine proper course of action.

Ability to operate a motor vehicle.

Ability to establish and maintain effective working relationships with other employees, the public and representatives of other agencies.

## **MINIMUM REQUIREMENTS**

Shift work including nights, weekends, and holidays. Drivers license. Complete training courses. Must have current results for Test of Adult Basic Equivalency (TABE) at a minimum of 10.0 in all categories or Associate's Degree (AA).

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, handling, sitting, standing, pushing, and pulling.

## **SUPERVISION RECEIVED**

Assignments are received and work methods prescribed in the form of general outlines subject to review for compliance with departmental standards and objectives.

## **SUPERVISION EXERCISED**

Usually none, but may direct the work of clerical or maintenance personnel.

Rev. 2/99 (minimum req. 8/02)